

JAN 6 1998

CHAPTER 1

DETERMINATION AND DOCUMENTATION
OF TOTAL FORCE MANPOWER REQUIREMENTS

100. General

1. The zero-based concept is basic to determining manpower requirements. Under this concept, the Navy determines multi-year manpower requirements without consideration of funds, availability of personnel, or organization. Manpower requirements shall be supported by actual or projected workload based on approved operational requirements in support of the directed mission. Manpower requirements shall be qualitized (skill information) at the minimum grade and rate and other specific quality manpower requirements necessary for the satisfactory performance of assigned functions.

2. The basic process in determining manpower requirements is:

a. Determine the activity's approved MFTs, equipment, and the associated workload.

b. Determine the minimum quantity of manpower required to support the activity's MFTs.

c. Determine the mix of manpower needed (military, civilian, contractor) to accomplish the MFTs and workload. The long term goal is to identify and document manpower requirements that provide the best use of available resources.

d. Compare the results to the current manpower document and submit requested changes.

3. Apply the following criteria to determine whether the military manpower requirement is appropriate as an officer or enlisted:

a. Officer. Classify the manpower requirement as officer (except chief warrant officer (CWO)) for managerial, operational, or professional (as applied to officer specialty categories) decisions. (Note: Manpower requirements requiring managerial decisions may also be classified as enlisted at appropriate managerial levels.)

Enclosure (1)

JAN 6 1998

(1) Classify as a limited duty officer (LDO) if the performance of duties is limited to specific occupational fields, require authority and responsibility greater than normally expected of a CWO, require managerial skills, and are outside the normal development pattern for unrestricted line (URL) and restricted line (RL) officers (i.e., duties requiring specialized technical training/on-the-job training).

(2) Classify as a CWO if the performance of duties is limited in scope (in relation to other officer categories), is technically oriented (through experience/specialized training), and is repetitive in nature.

(3) When classifying a manpower requirement as an LDO or CWO, the LDO/CWO/E-9/E-8 functional relationship mix must be taken into account to preclude excessive layering of officer and enlisted technical/managerial talent. Examples of layering that should be avoided unless specific justifications exist are:

(a) Where an E-8 or E-9 is assigned directly subordinate to a CWO.

(b) Where a CWO is assigned directly subordinate to an LDO below the rank of lieutenant.

b. Enlisted

(1) Classify the manpower requirement as enlisted for manual or technical skills and supervision of such skills if necessary functions are normally developed within the enlisted ratings or positions are not required for officer training and professional development.

(2) The occupational standards, reference (c), are the designated sources for determining the rating and minimum enlisted paygrade to perform a task.

101. Officer Manpower Requirement Designator/Paygrade and Enlisted Rate

1. Officer designators identify the primary naval specialty qualification category needed for satisfactory performance of manpower requirement functions. In addition to designator definitions contained in reference (b), the following apply:

JAN 6 1998

a. URL Designator

(1) Assign the 1000 designator to any URL officer or Fleet Support Officer (1700) manpower requirement not requiring a warfare specialty unless the manpower requirement exists for the purpose of professional development of warfare specialists.

(2) Assign the 1050 designator to any URL officer manpower requirement in paygrades O-3 and above requiring a warfare specialist, but no specific warfare specialty, unless the manpower requirement exists for the purpose of professional development of warfare specialists.

(3) If the primary function justifies the assignment of a 1000 designator and a secondary function justifies a 1050, the 1050 designator may be assigned, providing the secondary Navy Officer Billet Classification (NOBC) supports a warfare qualification. Validating a requirement based on familiarity with a warfare specialty is not sufficient justification.

b. Officer Student Designator. Assign training designators to all student manpower requirements at activities whose missions are to develop initial warfare specialty qualifications. Manpower claimants shall not reprogram these manpower requirements or authorizations unless directed by higher authority. Selected officer manpower requirements on surface ships and submarines, designed to provide only general watch station and division officer experience for new officers, are coded 1160, 1170, or 1190 as appropriate. DCNO (M&P) (N1) directly controls and manages the 1160, 1170, and 1190 designated manpower requirements assigned to surface ships and submarines.

c. RL Designator. Assign the Fleet Support Officer (1700) designator to officer manpower requirements needing a specific skill and/or qualification in the following areas:

- (1) Logistics support.
- (2) Manpower, personnel, and training (MPT).
- (3) Space and electronic warfare.

2. When determining minimum officer paygrades or enlisted rates, the following criteria should be considered:

- a. Degree of responsibility.

JAN 6 1998

- b. Span of authority.
- c. Impact of decisions.
- d. Resources used or available.
- e. Functional complexity.
- f. Professional or technical skills required.
- g. Years of experience required to develop necessary professional or technical skills.
- h. Number and paygrade or rate of subordinates.
- i. Paygrades of subordinate, lateral, and superior commands (applicable to officers only).